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18 JUL 1971

MEMORANDUM FOR: [redacted] Chairman,
Agency Task Force on Reports Reduction

SUBJECT : Terminal Report

REFERENCE : Memorandum from [redacted] dtd
14 May '71, Subject: Terminal Report

1. The Offices of the Support Directorate have exceeded their goals for cost reduction in office reports. The overall goal of \$125,418 established for the Directorate was exceeded by over \$13,000. Details of the accomplishments reported by each Office are attached as you requested in referent memorandum.

2. Attachment A, "Support Directorate Report Reductions Summary", provides the composite results by Office. The format for Attachment A conforms essentially to the form attached to the reference, with the additional data of assigned goals and man hours saved. In addition to the report reductions summarized in page one to Attachment A, the Deputy Director for Support cancelled the Annual Report of Significant Accomplishments required of each Support Directorate Office. His action results in an additional dollar savings of \$8,153.40. The second page of attachment A, provides a breakdown of the additional savings (by Office) and a brief analysis of the report reduction totals.

3. Attachment B provides a list of reports that were changed.

[redacted]
Chief, Support Services Staff

Attachments

DDS/SSS/RAB/RS:fms (14 July 1971)

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